

The Town of Lunenburg, Massachusetts (population 9,706) located in Northern Worcester County seeks qualified applicants to apply for the position of Chief Administrative Financial Officer (CAFO). The CAFO reports to a five (5) member elected Board of Selectmen.

The CAFO should have sufficient experience to deal effectively with the Town's fiscal and administrative challenges. The successful candidate's resume should also include experience with MANY of the following:

- Financial systems and reporting procedures
- Budget preparation, reporting and general administration
- Revenue forecasting and projections of departmental expenses
- Debt analysis and payment projections
- Financial negotiation for both short and long term borrowing
- Bond counsel review procedures and experience with bonding debt
- Financial audit procedures
- Contract negotiations and collective bargaining
- Review of service contracts
- Purchasing, specific knowledge pertaining to Mass General Laws
- Professional computer skills
- Grant writing/review
- Employee performance evaluation, review and preparation
- Management of contract, union and non-union personnel
- Leadership qualities and communication skills
- Project management administrative experience to include working with the preparation of construction bids and implementation of contracts

Although the CAFO will be called upon to manage many municipal functions; the primary responsibility shall be dealing with matters which impact the Town financially. Candidates for the position of Chief Administrative and Financial Officer shall at the time of application hold at least a bachelors level degree (a masters level degree, preferred) in the field of public administration or public finance, or a closely allied field of study and shall have not less than five years of progressively more responsible experience in municipal administrative and financial leadership positions. Salary negotiable based upon qualifications and experience.

Resume must be received by October 1, 2007. Send to: CAFO Search Committee, Attn: Timothy Murphy, Chairman, P.O. Box 135, Lunenburg, MA 01462. Applicants' names will be held confidential until final selection for Board of Selectmen interviews.